

CRMJ4803 – CRIMINAL JUSTICE PRACTICUM INFORMATION PACKET

** Prerequisite: Department Head Approval

Application Process:

- A. In the semester prior to the semester that they would like to do their practicum, students will begin to explore potential sites and volunteer opportunities.
- B. After finding a site and securing a site supervisor, students will select a faculty mentor who will approve their site and guide them through the practicum experience.
- C. Students will submit the following to the department head prior to registration:
 1. a completed application form with the information about the site, their faculty mentor's signature
 2. a professional resume approved by the faculty mentor
 3. a job description
 4. their checksheet, printed from the RMU website

Faculty Mentors:

Dr. Rob Ambrosini
amborsini@rmu.edu
Wheatley Center, 317
Area of Interest: Criminal Justice

Dr. Frank Hartle
hartle@rmu.edu
Wheatley Center, 308
Area of Interest: Criminal Justice

Interim Department Head:

Dr. Soren Fanning
fanning@rmu.edu
412-397-5403
Wheatley Center, 213

Criminal Justice Practicum Application

The purpose of the Criminal Justice Practicum (CRMJ4803) is to provide Criminal Justice majors with a relevant career learning experience and enable them to combine academic study and practical experience for academic credit. Students interested in registering for the Practicum must submit a **completed application, current resume approved by the faculty mentor, a checklist printed from the RMU website**, and a **job description** to the Department Head.

Please print clearly or word process.

Date: _____

Name: _____
(Last) (First) (Middle Initial)

Student ID: _____ Email Address: _____

Address: _____

Telephone: _____

Cumulative Grade Point Average: _____ Cumulative Credits Completed: _____

Anticipated Graduation Date: _____

Term in which you plan to do the Practicum: _____

Practicum Placement Information:

Agency/Organization: _____

Contact person at site: _____

Address: _____

Job Title: _____

Faculty Mentor:

Faculty Mentor: _____

Faculty Mentor Signature: _____

I understand my responsibilities for the Practicum as described in the Psychology Practicum Syllabus and agree to comply with them.

Student Signature

Date



Academic Department Head Signature

Date

Approve Disapprove

Criminal Justice Practicum

CRMJ4803

COURSE DESCRIPTION

This course offers students the chance to apply the knowledge they have gained in the classroom by completing a 120-hour internship at a criminal justice organization in the community. Students will come to understand the life of a criminal justice professional through first-hand experience with their organization and their clientele. The practicum also serves as a chance for criminal justice majors to refine their professional and leadership skills and develop a resume with an eye toward a post-graduate career path.

3 Credits

Prerequisite: 90 credits and department head approval

COURSE OBJECTIVES/GOALS

Upon successful completion of this course, each student will have the ability to:

1. demonstrate an ability to effectively interact with professionals beyond RMU.
2. acquire specialized information, both theoretical and practical, about topics of particular interest to criminal justice professionals.
3. apply knowledge gained in the classroom to diverse social responsibilities and situations.
4. develop an awareness of the diverse and multiple employment opportunities provided by a criminal justice major.
5. develop a professional network.

COURSE POLICIES: Attendance Policy:

Students are required to complete 120 hours of documented work experience in a university-approved volunteer or paid position. Students are required to establish a schedule with their site supervisor and report to the site on EVERY agreed-upon day. Students are to maintain a daily record of all completed hours by completing the Criminal Justice Practicum Timesheet(s). In the event of illness or emergency, it is the responsibility of the student to notify the Site Supervisor and the faculty advisor. It is also the responsibility of the student, in consultation with the Site Supervisor, to schedule additional visits to fulfill the 120 hours required for the Practicum.

Academic Integrity Policy: The fundamentals of Academic Integrity are valued within the Robert Morris University community of scholars. All students are expected to understand and adhere to the standards of Academic Integrity as stated in the RMU Academic Integrity Policy, which can be found on the RMU website at rmu.edu/ai. Any student who violates the Academic Integrity Policy is subject to judicial proceedings which may result in sanctions as outlined in the Policy. Depending upon the severity of the violation, sanctions may range from receiving a zero on an assignment to being dismissed from the university. If you have any questions about the policy, please consult your course instructor.

The Social Sciences Department strongly supports the RMU Academic Integrity Policy. Students should be aware that all violations, including minor infractions, will be reported to the Robert Morris University Academic Integrity Committee. Further, in compliance with the RMU Undergraduate Repeating Courses Policy, students who have not attained the minimum passing grade for courses required in their program of study after three attempts may be dismissed from the programs in the Social Sciences Department.

Because the social science programs emphasize interactions with others, our majors represent and reflect a critical aspect of reputation for our department, our school, and more broadly, Robert Morris University. A large part of that reputation has to do with the ethical behaviors of our graduates which impact trust. Consequences of actions that violate the ethical and trust-based behaviors we expect of majors representing our department can range from counseling regarding issues of academic integrity to permanent expulsion from the program or the department.

Plagiarism Policy: Plagiarism, taking someone else's words or ideas and representing them as your own, is expressly prohibited by Robert Morris University. Good academic work must be based on honesty. The attempt of any student to present as his or her own work that which he or she has not produced is regarded by the faculty and administration as a serious offense. Student academic dishonesty includes but is not limited to:

- Copying the work on another during an examination or turning in a paper or an assignment written, in whole or in part, by someone else;
- Copying from books, magazines, or other sources, including Internet or other electronic databases like ProQuest and InfoTrac, or paraphrasing ideas from such sources without acknowledging them;
- Submitting an essay for one course to a second course without having sought prior permission from your instructor;
- Giving a speech and using information from books, magazines, or other sources or paraphrasing ideas from sources without acknowledging them;
- Knowingly assisting others in the dishonest use of course materials such as papers, lab data, reports and/or electronic files to be used by another student as that student's own work.
- NOTE on team or group assignments: When you have an assignment that requires collaboration, it is expected that the work that results is credited to the team unless individual parts have been assigned. However, the academic integrity policy applies to the

team as well as to its members. All outside sources must be credited as outlined above.

Students in this class and in all courses are expected to uphold the highest standards of academic integrity. Cheating, plagiarism in written work, receiving and providing unauthorized assistance, and sabotaging the work of others are behaviors that are inconsistent with standards of academic integrity. Students/candidates are expected to do their own work. Plagiarism is defined as using someone else's work ideas, or words without giving the author credit for using them. This can mean many things, including downloading papers from the Internet, using a friend's paper, inaccurately quoting or paraphrasing ideas or words from a text. In the academic community, people earn their living through the use of their work ideas, and words. Their reputation is built, in part, by others using their ideas and giving credit to the author. Therefore, you have the responsibility, both legal and ethical, to cite their work properly. Plagiarism is a major offence in the academic community of which you are a part. Students/candidates who commit blatant acts of plagiarism will fail the course and may be required to present a defense to be allowed to continue in the department.

Special Learning or Physical Accommodations Policy: Students who may be eligible to receive learning support or physical accommodations must contact the Center for Student Success at 412-397-4349 to schedule an appointment with a counselor and to learn more about accommodation procedures. To receive accommodations in this course, arrangements must be made through the Center for Student Success, located in the Nicholson Center, 2nd Floor.

Course Revision Statement: The standards, dates and requirements set forth in this syllabus may be modified by the course instructor. Notice of such changes will be by announcement in class or by electronic notice.

METHODS OF ASSESSMENT

1. Faculty-Student Conferences

At least three times during the semester, the student will confer with his or her faculty advisor to discuss topics including, but not limited to, the following:

- a. review of journal entries to date
- b. review of pre-planning and drafts for final paper

Faculty advisors typically visit the site at least once, and meet with both the site supervisor and student. This provides an opportunity for the advisor to assess the progress of the student prior to the end of the experience and make recommendations for improvement.

2. Journal

Requirements a. Daily Entries

For each day, list the number of hours worked, a description of daily responsibilities and duties, and a brief paragraph of reflection on each day's experiences

b. Weekly Reflections

How are your experiences consistent with or different from the content you learned in your course work?
How has your understanding of criminal justice evolved/changed/been supported by your experiences?
How have you grown professionally through this experience?
Do you believe that you would enjoy doing this type of work as a career? Why or why not?

3. Final Evaluation Paper/Project

Compare and contrast your experience in the Practicum with the theories and information that you learned in relevant course work. Topics will be chosen in consultation with the faculty advisor and will be appropriate to the student's area of concentration.

The paper should also include an explanation of why the student selected this site for the Practicum and provide recommendations for future students about selecting and completing their required Practicum experience.

Requirements: The paper must be a minimum of 12 pages and utilize grammatically correct, professional, standard English.

If appropriate, the student may be invited to make an oral presentation to a class in a specific social discipline (criminal justice, economics, history, political science, psychology, or sociology). The presentation will be arranged and evaluated by the faculty advisor.

4. Student Evaluation of Practicum Experience

The student will complete in detail the Student Evaluation of Practicum Experience form, found in Appendix D. The student will make recommendations for future students who might consider completing a Practicum at the same site.

GRADE DETERMINATION

15%	Required Conferences with Faculty Supervisor
15%	Site Supervisor's Evaluation
30%	Completed Journal
40%	Final Evaluation Paper/Project

A grade will not be assigned for the Practicum if students have not completed the Student Evaluation of Practicum Experience form.

Robert Morris University
Department of Social Sciences
Student Evaluation of Practicum Experience

Date: _____

Student: _____

Site: _____

Division/Department: _____

Internship Position Title: _____

This questionnaire provides you with an opportunity to evaluate the effectiveness of your Practicum experience at this organization. We believe that students who participate in the Practicum are the most qualified to provide us with feedback about the value of the experience. We appreciate your candid responses to these questions.

Please rate the program based on the following criteria and check one under each category.

RELATIONSHIP WITH SUPERVISOR

- Greatly exceeded expectations
- Exceeded expectations
- Met expectations
- Below expectations

OPPORTUNITY TO LEARN NEW SKILLS

- Greatly exceeded expectations
- Exceeded expectations
- Met expectations
- Below expectations

INTERACTIONS WITH COLLEAGUES

- Greatly exceeded expectations
- Exceeded expectations
- Met expectations
- Below expectations

LEARNING ENVIRONMENT (SETTING)

- Greatly exceeded expectations
- Exceeded expectations
- Met expectations
- Below expectations

ACADEMIC INTERNSHIP PROGRAM – OVERALL RATING

- Very Satisfied Satisfied Somewhat Satisfied Not Satisfied
-

What advice would you give a student who is considering doing a Practicum with this organization?

Would you recommend this Practicum position to other students? Yes No

Robert Morris University Criminal Justice Practicum

Supervisor's Evaluation of Student

Student: _____

Site: _____

Supervisor/Title: _____

Telephone: _____ E-mail: _____

Site Supervisor: Please evaluate the participation of our student in your organization. Because the evaluation is an essential component in our assessment of the student, we would appreciate your completion and return of this form no later than December 1 (Fall term), April 1 (Spring term), or July 15 (Summer term). Any exceptions to the date must be discussed with and approved by the university mentor.

ATTITUDE/APPLICATION TO LEARNING

- Outstanding and extremely enthusiastic
- Interested and industrious
- Average
- Indifferent

QUALITY OF WORK CONTRIBUTIONS

- Excellent
- Very Good
- Average
- Below Average

ABILITY TO LEARN

- Learns very quickly
- Above average in learning
- Average
- Below average

RELATIONS WITH OTHERS

- Gets along with others exceptionally well
- Works well with others
- Gets along satisfactorily
- Some difficulty working with others

DEPENDABILITY

- Completely dependable
- Above average in dependability
- Usually dependable
- Lacks dependability

JUDGMENT/DECISION-MAKING

- Exceptionally mature/makes good decisions
- Above average in maturity/decision-making
- Usually makes good decisions
- Often demonstrates poor judgment

ADDITIONAL COMMENTS/ASSESSMENT OF THE RMU PRACTICUM:

This report has been discussed with the student. Yes No

Supervisor's Signature: _____

DATE: _____

CRIMINAL JUSTICE PRACTICUM PAPER EVALUATION FORM

STUDENT: _____ GRADE: _____

EVALUATOR: _____

					VALUE	SCORE
Content	1 Inadequate; important concepts missing	2 Adequate; some concepts missing	3 Good	4 Excellent	X4	
Quality and development of ideas	1 Some ideas stated, but mostly unsupported	2 Few ideas; weak support	3 Good ideas; adequate support	4 Good ideas; strong support	X4	
Organization	1 Unorganized	2 Some organizational problems	3 Acceptable; not outstanding	4 Excellent; ideas flow well	X3	
Style	0 No logical flow of ideas	1 Ambiguous or vague	2 Awkward	3 Generally good	X1	
Grammar, punctuation, spelling	0 Unacceptable	1 Poor	2 Adequate	3 Good	X1	

Maximum Points = 50